VACTRAK

RPMS – HL7 Upload Manual

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IRMS (Information Registry Management System) denotes the health organization composed of all the facilities, vaccinators and physicians covered by your VacTrAK application. All steps in this document are to be completed by your facility staff unless denoted as a VacTrAK Support task.

1 - Sign appropriate paperwork

VacTrAK Enrollment Application
Working Together on Data Exchange: a Guide to Indian Health Service (IHS) and State Immunization Information System (SIIS) Interfaces

1.01 Designate tech support at site.

1.02 Provide facility information to VacTrAK Support.

1.03 VacTrAK Support will set-up appropriate user accounts and an HL7 upload client for the RPMS site.

2 - Install BYIM software

IHS BYIM Installation Guide and Release Notes (Version 1.01)
IHS BYIM Users Manual (Version 1.01)
IHS BYIM Technical Guide (Version 1.01)
IHS Working Together on Data Exchange

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`byim0101.tar.gz` or `byim0101.zip` from IHS FTP site
      `ftp://ftp.ihs.gov/rpms/dist2008cert/byim0101.tar.gz`
      `ftp://ftp.ihs.gov/rpms/dist2008cert/byim0101.zip`
`byim0102.t1g` and `byim0102.t1k` from Alaska Area FTP site

Note: BYIM currently uses an Alaska specific patch to capture all patients between 0 and 99 years of age in the manually run batch export. All documentation and support requests from the RPMS site shall be directed to the IHS Help Desk (1-888-830-7280 or support@ihs.gov).

3 - Confirm load of BYIM software *(version 1.02T1 - Alaska specific)*

Note: All errors should be addressed by the appropriate personnel or the IHS Help Desk (1-888-830-7280 or support@ihs.gov).

3.01 Create a full database export test file for patients aged 0-19 years.

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Note: This will be saved as `izdata-MMDDYYYY.dat` *in the folder specified in BYIM set-up. This will include records for all patients 0-19 years of age regardless of whether or not they have immunizations on record at your facility.*

3.02 Move the file created in *Step 3.01* out of the BYIM destination folder in order to prevent it from being over-written in the next step.

3.03 Create a full database export test file for patients aged 0-99 years and rename it `izdata-MMDDYYYY-0-99.dat.`
Note: This will only include records for patients 0-99 years of age who have immunizations on record at your facility.

3.04 Move the file created in *Step 3.03* out of the BYIM destination folder.

4 - Install Java

Note: All documentation and support requests shall be directed to the IHS Help Desk (1-888-830-7280 or support@ihs.gov).

5 - Install HL7 Bridge software

HL7 Bridge Readme
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`http://www.stchome.com/downloads/hl7bridge.zip`
Note: All changes to settings of the Bridge (including config or properties files) require the Bridge to be restarted in order to take effect. All documentation and support requests shall be directed to the IHS Help Desk (1-888-830-7280 or support@ihs.gov).

6 - Send test file to VacTrAK

Note: The following steps will be done in conjunction with VacTrAK Support.

6.01 Using a text editor, create a file containing the sample HL7 query as provided by the BYIM/HL7 Bridge documentation and save it as `test01.dat` in an accessible directory.

6.02 Drop `test01.dat` into the designated HL7 Bridge 'Requests' folder – eg Z:\hl7bridge\requests. A file called `test01.dat` shall appear in the HL7 Bridge 'Response' folder - eg Z:\hl7bridge\response.

6.03 Read the response `test01.dat` and address issues as appropriate.

6.04 Log into VacTrAK as the HL7 Client and view HL7 Realtime Imports to examine the log for file uploaded.

6.05 Open `izdata-MMDDYYYY.dat` from *Step 3.01* in a simple text editor and select ten full patient records. Copy those ten patients and paste into a new file. Save the new file as `test02.dat.`

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6.06 Drop `test02.dat` into the **Z:\hl7bridge\requests** folder. A file called

`test02.dat` shall appear in the **Z:\hl7bridge\response** folder.

6.07 Read the response `test02.dat` and address issues as appropriate.

6.08 Log into VacTrAK as the HL7 Client and view HL7 Realtime Imports to examine the log for file uploaded.

6.09 VacTrAK Support will run deduplication for the specific IRMS.

6.10 Examine patient records in VacTrAK and address issues as appropriate.

7 - Data Quality Analysis

7.01 Provide VacTrAK Support with file of approximately 1000 patients and their immunization records as selected from the `izdata-MMDDYYYY.dat` file. VacTrAK staff will conduct data quality analysis on these records.

7.02 Address issues as appropriate.

8 - Upload legacy data for patients aged 0-19 years

8.01 Stop HL7 Bridge service.

8.02 Paste `izdata-MMDDYYYY.dat` *(from step 3.01)* into the

Z:\hl7bridge\requests folder.

8.03 Start HL7 Bridge service.

8.04 Log into VacTrAK as the HL7 Client and view HL7 Realtime Imports to examine the log for file uploaded.

8.05 VacTrAK Support will run deduplication for the specific IRMS.

8.06 Examine a random sample of patient records in VacTrAK and address issues as appropriate.

8.07 Respond to inquiries from VacTrAK Support for issue surrounding Ambiguous ID and Manual Deduplication.

8.08 Review Data Quality report in VacTrAK as presented by VacTrAK Support.

9 - Data exchange testing

Full Testing Forms.doc

9.01 Start HL7 Bridge service.

9.02 Schedule automatic nightly BYIM upload for 1900.

9.03 Begin RPMS test scripts.

> *Note: BYIM currently does not support transfer of immunization data for patients older than 19 years of age or back-dated immunizations in the automatic nightly process.*

9.04 Monitor reciprocal batch responses with each transmission.

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10 - Upload legacy data for patients aged 0-99 years

10.01 Stop HL7 Bridge service.

10.02 Paste `izdata-MMDDYYYY-0-99.dat` *(from step 3.03)* into the `Z:\hl7bridge\requests\` folder.

10.03 Start HL7 Bridge service.

10.04 Log into VacTrAK as the HL7 Client and view HL7 Realtime Imports to examine the log for file uploaded.

10.05 VacTrAK Support will run deduplication for the specific IRMS.

10.06 Examine a random sample of patient records in VacTrAK and address issues as appropriate.

10.07 Respond to inquiries from VacTrAK Support for issue surrounding Ambiguous ID and Manual Deduplication.

10.08 Review Data Quality report in VacTrAK as presented by VacTrAK Support.

11 - Chart Audit

11.01 VacTrAK support will conduct a chart audit for 50 patients, and address any issues as necessary.

12 - Move to live data

Note: This is only applicable to RPMS sites using a development/testing database to initiate the data exchange process with VacTrAK.

12.01 Stop the HL7 Bridge service.

12.02 Run BYIM for patients aged 0-99 years using the Alaska specific patch on the IRMS's live database. Once this file has been created, move it out of the `Z:\hl7bridge\requests\` folder.

12.03 Schedule automatic nightly BYIM upload from the IRMS's live database.

12.04 Start HL7 Bridge service.

12.05 Log into VacTrAK as the HL7 Client and monitor HL7 Realtime Imports for one week.

12.06 After one week, create a report out of RPMS of all immunizations administered by the IRMS in the past week. Compare these records to those submitted to VacTrAK and verify that the immunizations did appear in VacTrAK.

13 - Move to VacTrAK Production

13.01 Stop the HL7 Bridge service.

13.02 Modify the HL7 Bridge properties file to point towards the VacTrAK Production server.

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13.03 Start the HL7 Bridge service.

13.04 Drop the file created in *Step 11.02* into the Z:\hl7bridge\requests\ folder.

13.05 Log into VacTrAK as the HL7 Client and view HL7 Realtime Imports to examine the log for file uploaded.

13.06 VacTrAK Support will run deduplication for the IRMS.

13.07 Examine a random sample of patient records in VacTrAK and address issues as appropriate.

13.08 VacTrAK Support will review Ambiguous ID and Manual Deduplication and present for review.

13.09 Manually run BYIM on the IRMS's live system backdated one month prior to the date *Step 12.02* was completed.

14 - Operational

14.01 Check error report daily.

14.02 Check Data Quality report regularly.

14.03 Respond to inquiries from VacTrAK Support for issues regarding Ambiguous ID and Manual Deduplication.

14.04 Manually run BYIM on a monthly basis for patients aged 0-99, backdated by two months. BYIM sends neither immunization data for patients older than 19 years of age nor back-dated immunizations, and this manual batch will capture both. This process must be completed as a component to vaccine order requests.

14.04 On a yearly basis, manually run BYIM for patients aged 0-99 backdated by five years. This process must be completed as a component of the annual VFC recertification process. Coordinate these large imports with VacTrAK Support.

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